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CENTRAL INTELLIGENCE GROUP

Personnel and Administration Branch

Services Division

Supply Section

The Supply Section carries out the procurement program of the Agency; negotiates contracts for space and utilities outside of Washington; supervises the maintenance of buildings assigned by PBA including repairs and alterations; directs and controls the storage and issue of all supplies and equipment.

Personal Services

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<u>Positions</u>	<u>Manyears</u>	<u>Amount</u>

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CENTRAL INTELLIGENCE GROUP

SUPPLY SECTION

OFFICE OF THE CHIEF

Determines questions of policy affecting procurement; supervises the procurement, storage, issue, and shipment of all materials required within the continental limits of U.S. whether intended for domestic or overseas use, including materials which are considered to be of a secret or confidential nature; originates requests for cargo shipments for overseas missions.

Procurement

Procures all general and specialized supplies or from existing contracts when cost is less than \$2,000. Procures materials from War Dept. and other governmental sources of supply; maintains a status control of all requests for materials.

Contract

Negotiates all contracts, leases and services other than personal. Processes contracts covering utilities.

Miscellaneous

Maintains and repairs office machines in use throughout the agency and performs such other services required of the Supply Section which do not fall under the jurisdiction of any one of the above mentioned unit.

Storage and Issue

Stocks, issues and delivers general office supplies and equipment; maintains perpetual inventory of stock on hand; maintains stock of operational equipment and supplies procured from unvouchered funds; receives and delivers all material procured by Procurement Unit; packs, crates and arranges for shipment of supplies and equipment.

Real Estate

Maintains buildings assigned to the agency by PBA including repairs and alterations; procures utilities required by CIG in Washington not under jurisdiction of PBA; Controls space utilization and prepares monthly space reports for PBA and War Dept.; directs all internal physical moves of CIG offices in Washington.

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